

How to Delete Student Records

1 Navigate to <https://www.pftdata.org>.

2 Enter the County Code, District Code, Charter Number, and Password for the local educational agency (LEA).

i *If your LEA is not an independent charter, please enter 0000 for the Charter Number.*

3 Select the **Login** button.

4 Select the **Student List** button in the upper navigation bar.

5 To delete an individual student file, select the trash can icon at the far right of a student record.

6 A message asking you to confirm the deletion will appear before the record is deleted.

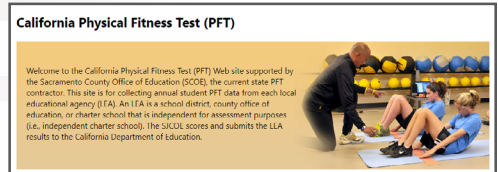
i *Use this option carefully. Deleted records cannot be retrieved.*

i *For files with large numbers of student records with errors and warnings, it may be easier to upload a new file than to make corrections within the Student List. Before a new file is uploaded for the same student, the existing records must be deleted.*

7 To delete all student records, select the **Delete All Students** link at the top right corner of the Student List page.

8 A message asking you to confirm the deletion will appear before all records are deleted.

i *Keep in mind that deleting all student records in the system will result in deleting every record, including those that have been corrected or entered using Data Entry.*



District Portal

Please log in using your County Code, District Code, Charter Number, and Password. Use Charter Number 0000 for school districts and county offices of education.

County Code:

District Code:

Charter Number:

Password:

